



800 Governors Drive
Pierre, SD 57501-2294

T 605.773.3134
F 605.773.6139
www.doe.sd.gov

TO: Authorized Representatives
Child & Adult Care Food Program

FR: Sandra Kangas, Office Administrator
Child & Adult Nutrition Services

RE: Renewal Application for 2013-14 Child Nutrition Programs

The application for child nutrition programs is now online. The application packet can be completed and submitted at any time. However, there is a due date at the top left corner of Part 1.

Completing and submitting the application by this date will help to ensure that there is no lapse or delay in payments made to your agency. Please contact the secretary at 773-3413 if you need a hard copy or you desire to participate in additional programs, and she will mail the information to you. You will find the application and instruction pages online at <http://www.doe.sd.gov/cans/cacfp.aspx#applications>. You can download and complete this on your computer.

Please check carefully to make sure that you download the correct forms. The "List of Information to Submit" will tell you the forms you need to send in. The required forms are different for independent centers, sponsors of centers, and sponsors of homes. If you are currently participating in the CACFP, you need to use the forms for renewing institutions.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through email.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This includes Child & Adult Care Food Program (CACFP), National School Lunch & Breakfast Programs (NSLP & SBP), and Summer Food Service Program (SFSP). This combined application makes it essential for all involved personnel to communicate closely. The person signing part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office.

If the agency participates in another program in addition to the Child & Adult Care Food Program, the agency should submit only one Part 1 with the appropriate information listed for all programs. We realize that you may not know the details for the Summer Food Service Program at this point if you offer that. Summer Food Service Program (SFSP) information will be mailed out in the spring that must be completed and returned for approval at that time.

Instructions for all sections are included on the website. Read them carefully before beginning. Submit the application by mail with an original signature or, if your agency has the capability, you can email it with an electronic signature.

The authorized representative must submit in writing any changes to the application, agreement, or personnel during the year. Attachment G, found in Part 6 may be used for this purpose.

This is a notification of the Catalog of Federal Domestic Assistance (CFDA) numbers. CPA firms who conduct the audits need this information. They are as follows:

Child and Adult Care Food Program 10.558 Team Nutrition Grants 10.574

Child and Adult Nutrition Services - DOE

Website: <http://www.doe.sd.gov/cans/>

This institution is an equal opportunity provider

Record Retention - All Programs: The previous agreement and approved application must be kept on file for three (3) years past the current year. If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable. Permanent records must be kept for three years past the date they are no longer in effect. **Please note that your 2010-2011 (or first year on the program) application must be kept on file permanently since we will no longer be collecting base year applications!**

Information and guidance on determining eligibility and verification, site monitoring, and appeal procedures, can be found in the Guidance Manuals for the program and the state numbered memos. The numbered memos are also available on the CANS website in the CACFP section at <http://www.doe.sd.gov/cans/cacfp.aspx#memos>.

Child & Adult Nutrition Services staff must approve contracts with meal vendors and service management companies. Contracts must meet federal procurement standards and, where applicable, state law.

Income Eligibility Guidelines for the program year changed from the prior year and have been published. They are available at <http://www.doe.sd.gov/cans/documents/IncEligby.pdf> and in the attachments section of the agreement. The determinations in CACFP will be good until the end of the month one full year after they are approved.

Reimbursement rates for the program year and claim forms will be mailed separately. The claim for July, due in August, will be the first month to be submitted on the new form. The June claim, due in July, is still part of the prior year. You can also get the claim forms from the CANS website. New rates are usually announced in mid-July. Claim due dates can be found on the CANS website with the claim forms.

Audit statements are included with the budget information. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

The civil rights statement has changed significantly; however, USDA has not issued new posters yet. We will send them out when we get them. In the meantime, you can use the old one or make your own with the new statement on it. A poster should be prominently displayed so they are accessible for the patrons (children and/or parents). The new statement says:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs, **the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.**

This page is designed for you to pull and post for ready access to due dates and CANS contact information.

Child & Adult Nutrition Services – SD Department of Education

800 Governors Drive; Pierre SD 57501-2294

Website: <http://www.doe.sd.gov/cans/>

Questions about applications and program operation can be referred to the respective Child and Adult Nutrition Services or Finance and Management staff members at 605-773-3413. Direct numbers are also provided.

Child & Adult Nutrition Services - DOE

fax: 605-773-6846

Melissa Halling melissa.halling@state.sd.us	605-280-2696	Child and adult care questions regarding agreement, meal benefit applications, and operating procedures
Cheriee Watterson cheriee.watterson@state.sd.us	605-773-3610	School meal and school milk programs questions regarding agreements, operating procedures, PLE tool, meal counts, free & reduced price applications, meal patterns, wellness policies, special provisions, technical assistance, training, verification
Jason Person jason.person@state.sd.us	605-773-6026	
Vacant	605-773-6157	
Rob Ingalls rob.ingalls@state.sd.us	605-773-2977	
Julie McCord julie.mccord@state.sd.us	605-773-3110	Fresh Fruit & Vegetable Program
vacant	605-773-4718	Summer Food Service applications and procedures, TEFAP
Mark Moen mark.moen@state.sd.us	605-773-4769	Team Nutrition, HealthierUS School Challenge (HUSSC)
Pam McCown pam.mccown@state.sd.us	605-773-4353	Processing contracts, donated food, commodity orders and receipts, NOI, CSFP
Shar Venjohn shar.venjohn@state.sd.us	605-773-3413	Commodity orders and receipts, processed commodities
Sandra Kangas sandra.kangas@state.sd.us	605-773-4746	Additional program application sections, refer questions to specialists
		General program questions, food service management company contracts

Office of Finance and Management - DOE

fax: 605-773-6139

Phyllis Tomkiewicz phyllis.tomkiewicz@state.sd.us	605-773-3456	Financial statements, special provisions, audits, budgets, exceptions
Laurie Schumacher laurie.schumacher@state.sd.us	605-773-3349	Claims for reimbursement, revised claims

Claim due dates: When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Mar 1**	Mar 31**
January	Feb 10	Apr 1**	May 1**
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28

**during a leap year, the due date is one day earlier